



City of Nashua
Central Purchasing
229 Main Street
Nashua NH 03060

March 5, 2015

INVITATION FOR BIDS **Infrastructure Improvements at CSO 004 – Burke St Phase 2**
IFB1096-040315

The City of Nashua Division of Public Works invites qualified firms to submit bids for construction related to the **Infrastructure Improvements at CSO 004 – Burke St Phase 2** which consists of the following:

Lining and replacement of existing service and storm drain lateral connections on Burke St, replacement of existing catch basins, modifications of existing catch basins, and road surface improvements as outlined in the contract drawings.

Completion time for the project will be calculated as calendar days from the date specified in the "Notice to Proceed", as follows:

<u>180 calendar days</u>	for substantial completion
<u>200 calendar days</u>	for contract completion

Liquidated damages will be in the amount of **\$500.00** for each calendar day of delay from the date established for substantial completion, and **\$1,000.00** for each calendar day of delay from the date established for contract completion.

INSTRUCTION TO BIDDERS:

Bids must be submitted **in triplicate with one (1) original and two (2) copies** no later than **3:00 PM on Friday, April 3, 2015** c/o Central Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 in a sealed envelope clearly marked "**Infrastructure Improvements at CSO 004 – Burke St Phase 2**".

Contract Documents are available electronically on our web site, www.nashuanh.gov under Citizens Favorites, Current Bid Opportunities, and Document **IFB1096-040315 CONTRACT DOCUMENTS**. Results of the bid opening will be posted on the City's web site, usually within twenty-four (24) hours of the opening.

Postmarks or other timestamps will **not** be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

Delivery of the Bids shall be at the Vendor's expense. The time of receipt shall be considered when a Bid has been officially documented by the Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendor's responsibility.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for bids. All bids become the sole property of the City of Nashua. This request for bids is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which bids are solicited.

Bidder must Bid on each item. All entries in the entire Bid must be made clearly and in ink; prices bid must be written in both words and figures.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua. A bid that is abnormally high or low for any bid item, or as a whole, may be rejected as unbalanced. The City reserves the right to waive any irregularities when the public interest will be served thereby. The City also reserves the right to negotiate any change or amendment in any bid without soliciting further bids if the action is necessary for the best interest of the City.

All bids are binding for sixty (60) days following the deadline for bids, or until the effective date of any resulting contract, whichever is later.

Bids must be submitted in the format provided and address the items specified in the bid specifications.

Any contract or contracts awarded under this Invitation for Bids are expected to be funded in part by a grant from the New Hampshire State Aid Grant (SAG). Bidders on this work will be required to comply with the President's Executive Order No. 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and amendments or supplements to that Executive Order and as supplemented in Department of Labor Regulations (41 CFR Part 80). The requirements for bidders and contractors under this order are explained in the Information for Bidders.

Certificates of Liability and Workmen's Compensation Insurance must be filed by the successful bidder prior to commencement of work. Liability limits are as follows:

- General Liability: \$1,000,000 per Occurrence
 \$2,000,000 Aggregate
- Motor Vehicle Liability: \$1,000,000 Combined Single Limit
 ***Coverage must include all owned, non-owned and hired vehicles.**
- Workers' Compensation Coverage according to Statute of the State of New Hampshire:
 \$100,000 / \$500,000 / \$100,000

The City of Nashua must be named as an additional insured on all liability certificates.

No proposal will be considered unless accompanied by a bid security in the form of a Bid Bond, in an amount not less than five percent (5%) of the bid.

The successful bidder will be required to post Payment and Performance Bonds in an amount equal to 100% of the contract amount and will be required to execute the Contract Agreement within ten (10) days following notification of award of the bid.

Plans/bid documents are available electronically from the City web site: www.nashuanh.gov – Citizen Favorites – Current Bid Opportunities – document **IFB1096-040315 CONTRACT DOCUMENTS**. Please note paper copies will not be available. **No bid documents are available at the Central Purchasing Office.**

The contract documents may also be **examined** at the following locations:

Construction Summary 734 Chestnut Street Manchester, NH 03104	Hazen and Sawyer, PC 24 Federal St, 5 th Floor Boston, MA 02110 (between 9:00 am to 4:00 pm Monday through Fridays, except legal holidays, by appointment only)
---	--

No bid documents are available at the Central Purchasing Offices.

The following is the schedule for this procurement:

	Date	Time
Mandatory Pre-bid Meeting	Thursday, March 12, 2015	9:00AM DPW Conference Room 9 Riverside Street Nashua, NH 03062
Deadline for Questions to be submitted in writing	Wednesday, March 18, 2015	12:00PM (noon)
Answers/clarifications posted	Friday, March 27, 2015	4:00PM
Bid Due	Friday, April 3, 2015	3:00PM Purchasing Department
Notice of Award	TBD	
Notice to Proceed	TBD	

There will be a **MANDATORY pre-bid conference** in the DPW conference room at **9 Riverside Street, Nashua, NH 03062 at 9:00 AM on Thursday, March 12, 2015, followed by a site visit.** The meeting is an opportunity for the City to overview the project and objectives, and participants to request additional information directly from City staff managing or participating in the project. Additional information provided at the meeting will also be provided by Addendum. You or your representatives are **required** to attend this meeting if you intend to submit a bid.

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be **submitted in writing**, citing the IFB title, IFB number, Page, Section, and received **no later than Wednesday, March 18, 2015 at 12:00 PM (noon) to:**

Nick Ellis,
Hazen and Sawyer, PC
E-Mail to: nellis@hazenandsawyer.com
or
via fax at (617)-574-4799

Inquiries received later than this date shall not be considered properly submitted. The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this IFB. Answers to vendor submitted questions and other addenda will be posted under document **IFB1096-040315** on the City of Nashua website; www.nashuanh.gov under Citizen Favorites, Current Bid Opportunities no later than **4:00 PM on Friday, March 27, 2015.**

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products that are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products that qualify, please so indicate in a cover sheet by item number and description.

The City is exempt of all taxes. All bids must be FOB Nashua, NH.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

As noted above, please contact Nick Ellis, via email at nellis@hazenandsawyer.com or via fax at (617)-574-4799 with questions relating to this Invitation for Bid.

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua